



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

May 6, 2010

SPECIAL ANNOUNCEMENT

If you print/copy/fax/scan sensitive information and need data security please see below for steps that you can take with the three vendors that currently have copiers throughout the State of Delaware.

Copiers placed under contract 05-091-AC with Toshiba:

Bands 1& 2: Are not equipped with hard drives, therefore information is not stored into the machine. The only image stored will be the last page copied/scanned/faxed/printed, you may copy a blank page with an "X" to cancel out any memory on the copier.

Bands 3 -10 : The Agency must notify Toshiba of the need for a new hard drive when Toshiba is notified 30 days prior to pick up of the machine upon termination of the lease agreement. Toshiba will need both the model number and serial number when making this request. Toshiba will make arrangements for KDI to scrub, remove, drill 2 holes into hard drive, and replace with a new hard drive. Each copier will receive a Certification of Completion and the hard drive will be left with the Agency to dispose of. The fee per copier is \$200.00 which will cover the cost of new hard drive and the service technician to perform the service. Payment will be made to KDI.

Copiers placed under contract 05-091-AC with Xerox:

Xerox:

All Xerox copiers placed from the State of Delaware Contract have a standard Image Overwrite feature that electronically "shreds" information stored on the hard disk of the machines. To overwrite the machine, follow these steps:

On Tools Screen.

- Press (Authentication/Security Settings).
- Press (Overwrite Hard Disk).
- Press (Scheduled Image Overwrite).

On the Setting Screen, Select (Daily) or (Weekly) or (Monthly)

- Set (Day), (Hour), (Minutes)
- Select (Save).

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Copiers placed under contract GSS-MU-08-091-VM with Canon:

Agencies may purchase an Erase Kit that electronically fills in the hard drive with random 1's and 0's so that there is no residual information on the hard drive. Erase Kits may be purchased for \$9.50/Month. Canon also offers a removable Hard Drive Disk Kit which includes a removable hard drive and service technician to perform the service for \$29.25/Month.



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